

Allied Health Orientation week timetable

Day 1

Time (add)	Task	Person responsible (add name)
8:00am	Tour of building and tick off orientation checklist including 'meet the team'	AH Team member:
9:00am	Meet with administration staff member- demonstrate use of photocopier, set up scanner, provide stationary from cupboard	Administration staff member:
9:30am	Meet with IT- set up laptop, printers, email, zoom, electronic signature	IT staff member: Jayden
10:00am	Self-study- read through orientation booklet (Life Choice & Discipline specific information), set up desk	-
12:00pm	Lunch in lunchroom with team	AH team members available
_____PM	Meet with Clinical Lead (relevant discipline)- to discuss orientation manual, processes and procedures in detail	Discipline Specific Clinical Lead:
_____PM		

Day 2

Time (add)	Task	Person responsible (add name)
_____AM	Meet with Allied Health Admin Coordinator- explain intake process/procedure, teach client management system (echidna), show previous CMS (power diary), show discipline waitlist	Allied Health Admin Coordinator: Rebecca
PM	Self-study- practice using client management system	-

Day 3

Time (add)	Task	Person responsible (add name)
_____AM		
AM/PM	Self-directed tasks; <ul style="list-style-type: none"> • Review client files on powerdiary/echidna • Look at discipline assessments • Look at discipline resources 	-
_____PM		

Day 4

Time (add)	Task	Person responsible (add name)
___AM		
AM/PM	Self-directed tasks; <ul style="list-style-type: none"> • Start to book participants • Participant planning 	-
___PM		

Day 5

Time (add)	Task	Person responsible (add name)
___AM		
AM/PM	Self-directed tasks; <ul style="list-style-type: none"> • Start to book participants • Participant planning 	-
___PM		

Sometime during the first week:

Meetings scheduled during first week with the following (meet and greet for approximately 15 mins each);

- CEO
- Allied Health Manager
- *Team Leaders for each area
- HR (check that all forms have been completed)

You will be given the opportunity to observe some clinical sessions. Some of these will be pre-booked, and some will be offered during the week